CITY OF LODI INFORMAL INFORMATIONAL MEETING "SHIRTSLEEVE" SESSION CARNEGIE FORUM, 305 WEST PINE STREET TUESDAY, JANUARY 8, 2008

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, January 8, 2008, commencing at 7:00 a.m.

A. ROLL CALL

Present: Council Members – Hansen, Hitchcock, Johnson, Katzakian, and Mayor Mounce

Absent: Council Members - None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Johl

B. TOPIC(S)

B-1 "Mid-Year Review of 2007-08 Budget and Infrastructure Replacement Program"

City Manager King briefly introduced the subject matter of the mid-year review of the 2007-08 budget and infrastructure replacement program.

Deputy City Manager Krueger provided a PowerPoint presentation regarding the mid-year budget review. Specific topics of discussion included general fund summary for adjustments and one-time expenses, electric fund summary, water fund summary, wastewater utility fund summary, vehicle replacement fund summary, self-insurance summary, community development fund summary, statements of changes in each fund, and position control for departments.

In response to Mayor Mounce, Mr. Krueger stated that the graffiti abatement funding and equipment purchase will be the equivalent of a full-time person.

In response to Mayor Pro Tempore Hansen, Mr. Krueger stated the objective is to better prepare the City to respond to graffiti abatement.

Discussion ensued between Mayor Pro Tempore Hansen, Mr. Krueger, and Mr. King regarding the need and impact of the vehicle replacement policy on the general fund, the projected \$1.2 million revenue amount, the conservative expenditure estimates, possibility of higher savings, and the immediate need to address the vehicle replacement policy to stabilize large unexpected expenditures.

In response to Council Member Hitchcock, Mr. Krueger stated the process for filling vacancies was slower in the previous fiscal year because the Human Resources Department was not fully staffed and he does not anticipate that the level of vacancies will increase. Mr. King stated the budget does not actually take into account vacancies as savings or revenue; although, that may occur from attrition and retirements.

In response to Council Member Hitchcock, Mr. Krueger stated the Police Department identifies specific items for the asset seizure account and radio equipment was not identified. He stated staff will look into the option.

Discussion ensued between Council Member Johnson, Mr. Krueger, and Mr. King regarding an amended vehicle replacement policy, guideline review and modification, need to replace vehicles, corresponding charges to departments, and set aside money for the actual replacements.

In response to Council Member Johnson, Mr. Krueger stated there could be a security benefit to the proposed web cam installation in downtown.

In response to Mayor Pro Tempore Hansen, Mr. King stated the proposed web cam is more of a tool for promotion and traffic generation, rather than a safety tool; although, it can be used for both purposes. Management Analyst Hood stated it is proposed that there be two wireless cameras with recording and streaming capacities to highlight the downtown area.

In response to Myrna Wetzel, Mr. Hood stated the cameras can be either stationary or sweeping depending upon what is purchased.

In response to Mayor Pro Tempore Hansen, Interim Parks and Recreation Director Steve Dutra stated staff is working with John Brody on grant opportunities and other agency involvement with respect to the riverbank repairs.

Discussion ensued between Council Member Hitchcock and Electric Utility Director George Morrow regarding the use of money from the Roseville sale to balance the electric utility fund, sensitivity of electric sales to weather, effect of economy, disposable income for citizens, conservation efforts by business and industrial customers, uncontrollable expenses, and the possibility of fluctuation in numbers in the second half of the year.

In response to Mayor Pro Tempore Hansen, Mr. Morrow stated the savings in maintenance and operation costs from the Roseville deal flows directly through the Energy Conservation Adjustment program to the customers on a real-time basis.

In response to Council Member Johnson, Mr. Morrow stated there is nothing specific on the ten-acre site.

In response to Mayor Pro Tempore Hansen, Mr. Krueger confirmed the water fund has seen improvement and the summary is better because the deficit is no longer there.

In response to Mayor Pro Tempore Hansen, Mr. King confirmed that the referenced amounts pertain to the general fund City vehicles only, not the entire City. He stated additional vehicles may need to be incorporated into other funds including the enterprise and street funds.

In response to Council Member Hitchcock, Mr. Krueger stated the \$790,000 was budgeted, staff is looking to transfer \$900,000 to the vehicle replacement fund, and he does not anticipate they will spend \$500,000, which is more of a historical number.

Discussion ensued between Mayor Pro Tempore Hansen and Mr. Krueger regarding the vacancies in the Finance Department, concerns regarding customer service, assisting customers in line, attrition, training possibilities, and the options associated with bill pay.

In response to Council Member Katzakian, Mr. Krueger stated there are certain peak times when there are more customers in line than at other times, that the percentage of customers who pay personally is small compared to the entire number of customers, and online bill pay options are being explored.

In response to Council Member Johnson, Mr. King stated an increase of individuals paying online may reduce costs and improve collection and service delivery. Mr. Morrow stated a meeting on the subject matter of electronic bill pay and pay by phone is being held today. City Attorney Schwabauer stated he will continue to research and monitor cities in litigation regarding paten control for utility online payments. He stated indemnification will be necessary for such services from the contractors providing the service to the City.

Continued January 8, 2008

In response to Council Member Johnson, Mr. Krueger stated the customer base paying personally is a mixture of all ages and not familiar with electronic media.

In response to Council Member Hitchcock, Mr. King stated that the three proposed position changes are not newly created positions, as they currently exist in the budget and are being changed in title only.

In response to Council Member Hitchcock, Mr. King stated the plan check engineer/senior building inspector change will not require a person physically moving from the Fire Department to the Community Development Department. Fire Chief Pretz stated the transition will allow for a more efficient, effective, and cost prohibitive process that eliminates the need to send out for plan check.

In response to Council Member Hitchcock, Mr. King stated the Code Enforcement Supervisor position is currently a contract position and will become an in-house position with a net zero effect on cost.

In response to Council Member Johnson, Mr. King stated the position has been a contract position for some time and the in-house position will allow for closer communication with the Police Department.

A brief discussion ensued between Council Member Johnson, Mr. Krueger, and Mr. King regarding the number of contract employees and the policy decision to reduce the same over the past few years.

C. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

D. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:44 a.m.

ATTEST:

Randi Johl City Clerk AGENDA TITLE: Mid Year Review of 2007-08 Budget and Infrastructure Replacement

Program

MEETING DATE: January **8**, 2008

PREPARED BY: Jim Krueger, Deputy City Manager

RECOMMENDEDACTION: Receive presentation on 2007-08 Mid-year budget review and

adjustments. Review infrastructure replacement program in relation to

the available cash balances in the Water and Wastewater funds.

BACKGROUND INFORMATION: In anticipation of an item that will be on the council agenda on January

16, 2008, staff has prepared the attached power point presentation that highlights financial information for major city funds and shows the

budget adjustments that will be proposed at that meeting.

The following are the primary elements that will be reviewed with the City Council at the meeting on January 8, 2008. The items are grouped by fund to allow for easy review and summarization.

General Fund

Projected Fund Balance at June 30,2008 (without any proposed adjustments):

The ending fund balance is projected to increase to \$5 million in comparison to the budgeted balance of \$3.5 million. The actual balance at June 30, 2007 was approximately \$5.2 million and will decrease slightly as a result of the revenues being less than expenditures. This is a net amount that reflects several items of revenue and expenditures. Fund balance projected at June 30, 2008 is \$4 million after the adjustments as proposed and explained below.

- Projected expenditure savings of \$1,000,000
 - Health Insurance, workers compensation and vacancies
- Revenue shortfall projected at \$1,175,000
 - Mostly due to property tax and sales tax dips from budgeted amounts

Proposed Budget Adjustments:

- Transfer to Vehicle Replacement Fund\$ 900,000, as part of change in budget policy. This is amount will allow for the Fund to achieve the recommended fund balance level (30% of replacement value) as of June 30,2008.
- Transfer to Equipment Replacement Fund \$89,000 for failing radio equipment at Police Department. This will replenish the fund to a positive amount as of June 30, 2008.
- Public Works Graffiti abatement \$40,000. This will restore the program to the Public Works Department.

APPROVED: Blair King, City Manager

One-Time Adjustments:

- Purchase of Fire Dispatch, Equipment \$190,000.
- New computer software for City Clerk to record and maintain cataloging system for \$50,000.
- Web cam in downtown \$10,000.
- These items will be funded with one time revenue from the Flag City connection \$250,000.

Other Adjustments

• Transfer from Parks Donations to Parks Budget \$11,875 for various small projects including riverbank repair at Lodi Lake.

Electric Fund

- Revenues projected to be higher than budget.
 - One time revenue from sale to Roseville of Combustion Turbine rights (\$3.25 million) and less than expected operating revenues (\$1.1 million less) make expected revenues higher than budgeted.
- Non-power operating costs (\$389,503 projected savings in expenditures).
- Net Bulk power costs expected to be at budget level.

Fund Balance - Projected at June 30, 2008, \$8.63 million balance unreserved and unrestricted - up from budgeted \$7.1 million balance primarily due to sale to Roseville of Combustion Turbine rights.

Wastewater Utility Fund

- Revenues are expected to increase by \$17.3 million due to issuance of Wastewater Treatment Plant COPS.
- Expenditures are expected to increase by \$14.3 million due to construction of Phase 3 improvements to White Slough Wastewater Treatment Plant and major trunk line replacement. Proposed budget increase to include all Phase 3 expenditures and trunk line replacement.
- Fund Balance projected at June 30, 2008 an unreserved and unrestricted balance of \$8.6 million.
 - Unreserved target is 30% of capital assets and equals \$15 million
 - Cumulative amount collected and earmarked for Infrastructure Replacement Balance equals approximately \$1 1.3 million
 - Infrastructure replacement program needs to be balanced against unreserved target. Phase 3 and trunk line replacement are significant elements of the infrastructure replacement program

Water Utility Fund

- Revenues Revenues are projected to increase by \$3.26 million due to PCE/TCE settlements.
- Expenditures Expenditures are projected to increase by \$4.45 million due to PCE/TCE clean up and litigation.
- Fund Balance Projected at June 30.2008, \$558.639 balance unreserved and unrestricted.
 - Unreserved target is 30% of Capital Assets =s ~\$10 million
 - Cumulative amount collected and earmarked for Infrastructure Replacement Balance = \$
 ~\$7.5 million
 - Infrastructure replacement program needs to be balanced against unreserved target.

 Replacement program is ongoing and will continue but not at level of infrastructure revenues as shown on utility bills

Vehicle Replacement Fund

- Revenues Revenues in this fund come from transfers made from General Fund departments that utilize vehicles. Revenues will be significantly enhanced by a proposed \$900,000 transfer from the General Fund.
- Expenditures Expenditures will exceed budgeted amount by \$189,565. Fleet and equipment replacements will be made in accordance with amended policy to be proposed to City Council at January 16, 2008 Council meeting.
- Fund Balance June 30, 2008 unreserved and unrestricted balance projected at \$2.55 million

Self Insurance Fund

- Revenues in this fund come from transfers made from all operating budgets.
- Claims experience in FY 2007-08 for workers compensation and general liability has been as expected and will continue to be reflected in expenditures that will be at or lower than the budget
- The total cash balance is expected to approximate \$6 million at June 30, 2008. As a result of
 continued favorable claims experience, the cash balance is projected to increase by approximately
 \$667,873. This will bring the combined cash balance for workers compensation, general liability and
 other insurance to full funding at the 70% confidence level.

In addition to the financial elements already conveyed, there are several position changes that will be proposed as follows:

Proposed Position: Assistant Planner. The position was budgeted as a Transportation Technician. Rationale: Federal and state reporting requirements, including those associated with grants and other transportation-related regulations, have increased in number and scope. This requires the hiring of a more knowledgeable individual. Additionally, this position will manage several programs, such as the Disadvantaged Business Enterprise program. The position was budgeted at a level commensurate with an Assistant Planner level and therefore does not require any adjustment to the budget at this time.

Proposed Position: Senior Building Inspector. The position was budgeted as a Plan Check Engineer. Rationale: Fire plan check responsibilities are in the process of moving from the Fire Department to the Community Development Department. The move is better served if the currently open Plan Check Engineer position is titled Senior Building Inspector. This reclassification will result in a higher salary level but no budget adjustment is needed at this time.

New Position: Code Improvement Officer - Supervisor

Rationale: The Code Enforcement Department will be moving from Community Development to the Police Department. The individual who supervised that unit in Community Development will not be moving and therefore a supervising Code Improvement Officer to provide the technical and supervisory knowledge for that unit is required. This position was budgeted as a contract for services and will not result in any budget adjustment.

Respectfully submitted,

James Krueger, Deputy City Manager

Fiscal Year 2007-08 Mid-Year Budget Presentation

January 8, 2008

General Fund Summary

6/30/08 Projected Fund Balance (without any proposed adjustments):

- Fund Balance projected to be \$5 million compared to \$3.5 million budgeted amount. The balance at June 30, 2007 was \$5.2 million and will decrease slightly as a result of a net revenue shortfall and expenditure savings.
- Projected expenditure savings of \$1,000,000.
 - Health insurance, workers compensation and vacancies.
- Revenue shortfall projected at \$1,175,000.
 - Primarily due to Property Tax and Sales Tax dips from budgeted amounts.

Proposed Budget Adjustments:

- Transfer to Vehicle Replacement Fund \$900,000 as part of change in budget policy.
- Transfer to Equipment Replacement Fund \$89,000 for failing radio equipment in Police Department.
- Graffiti abatement appropriation \$40,000 in Public Works Department.

Projected 6/30/08 Fund Balance: \$4 million (after above adjustment).

General Fund Summary (continued)

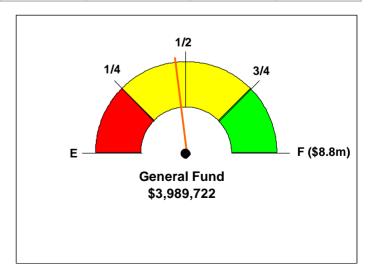
One time adjustments:

•	Fire dispatch and equipment	\$190,000
•	City Clerk minutes system	50,000
•	Web cam in downtown	10,000
	Offset by Flag City connection revenue	\$250,000

Other Adjustments:

 Transfer from Parks Donations to Parks \$ 11,875 budget for various small projects including riverbank repair at Lodi Lake

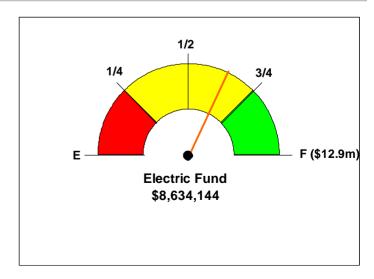
	Audited 2006-07 Actuals	2007-08 Budget	2007-08 Estimated Actuals	Budget to Est Actuals Variance \$	Budget to Est Actuals Variance %
General Fund	7.000	244901		ψ in lands ψ	70
Fund Balance (Net Assets)					
Beginning Fund Balance Unreserved	3,048,435	3,500,000	5,175,522	1,675,522	
Revenues	43,982,425	44,873,225	44,213,000	(660,225)	-1.5%
Expenditures	41,855,338	44,873,225	45,398,800	525,575	1.2%
Net Difference	2,127,087		(1,185,800)	(1,185,800)	
Fund Balance (Net Assets)					
Ending Fund Balance Unreserved	5,175,522	3,500,000	3,989,722	489,722	



Electric Fund Summary

- Revenues projected to be higher than budget.
 - One time revenue from sale to Roseville of Combustion Turbine rights (\$3.25 million) and less than expected operating revenues (\$1.1 million less) make expected revenues higher than budgeted.
- Non-power operating costs (\$389,503 projected savings in expenditures).
- Net Bulk power costs: expected to be at budget level.
- Projected 6/30/08 Fund Balance: \$8.63 million unreserved and unrestricted - up from budgeted \$7.1 million, primarily due to sale to Roseville of Combustion Turbine rights.

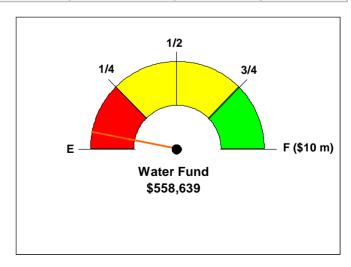
	Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
	Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Electric Fund					
Fund Balance (Cash)					
Beginning Cash Unreserved	3,631,402	5,571,823	5,514,496	(57,327)	
Receipts	66,953,853	77,282,257	79,427,776	2,145,519	2.7%
Disbursements	65,070,759	75,454,770	76,308,128	853,358	1.1%
Net Difference	1,883,094	1,827,487	3,119,648	1,292,161	
Fund Balance (Cash)					
Ending Cash Unreserved	5,514,496	7,099,310	8,634,144	1,534,834	



Water Fund Summary

- Revenues: Revenues are projected to increase by \$3.26 million due to PCE/TCE settlements.
- Expenditures: Expenditures are projected to increase by \$4.45 million due to PCE/TCE clean up and litigation.
- Projected 6/30/08 Fund Balance: \$558,639 unreserved and unrestricted.
 - Unreserved target is 30% of Capital Assets =s ~\$10 million
 - The cumulative amount collected and earmarked for Infrastructure Replacement Balance =s ~\$7.5 million
 - Infrastructure replacement program needs to be balanced against unreserved target. Replacement program is ongoing and will continue but not at level of infrastructure revenues as shown on utility bills

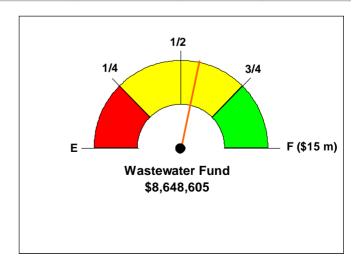
	Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
	Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Water Fund					
Fund Balance (Cash)					
Beginning Cash Unreserved	946,119	534,780	(475,262)	(1,010,042)	
Cash receipts	11,420,093	18,963,700	22,227,677	3,263,977	14.7%
Cash disbursements	12,841,474	16,740,528	21,193,776	4,453,248	21.0%
Net Difference	(1,421,381)	2,223,172	1,033,901	(1,189,271)	
Fund Balance (Cash)					
Ending Cash Unreserved	(475,262)	2,757,952	558,639	(2,199,313)	



Wastewater Utility Fund Summary

- **Revenues:** Revenues are expected to increase by \$17.3 million due to issuance of Wastewater Treatment Plant COPs.
- **Expenditures:** Expenditures are expected to increase by \$14.3 million due to construction of Phase 3 improvements to White Slough Wastewater Treatment Plant and major trunk line replacement. Proposed budget increase to include all Phase 3 expenditures and trunk line replacement.
- Projected 6/30/08 Fund Balance: \$8.6 million unreserved and unrestricted.
 - Unreserved target is 30% of Capital Assets =s ~\$15 million
 - The cumulative amount collected and earmarked for Infrastructure Replacement Balance =s ~\$11.3 million
 - Infrastructure replacement program needs to be balanced against unreserved target. Phase 3 and trunk line replacement are significant elements of the infrastructure replacement program.

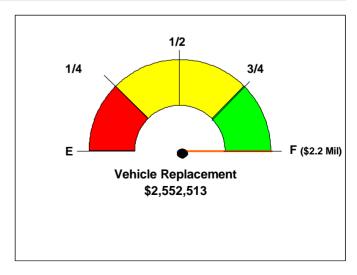
	Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
	Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Wastewater Fund					
Fund Balance (Cash)					
Beginning Cash Unreserved	1,866,805	1,757,400	4,956,069	3,198,669	
Cash Receipts	11,445,320	39,066,024	56,377,800	17,311,776	30.7%
Cash Disbursements	8,356,056	38,424,331	52,685,264	14,260,933	27.1%
Net Difference	3,089,264	641,693	3,692,536	3,050,843	
Fund Balance (Cash)					
Ending Cash Unreserved	4,956,069	2,399,093	8,648,605	6,249,512	



Vehicle Replacement Fund Summary

- **Revenues:** Revenues in this fund come from transfers made from General Fund departments that utilize vehicles. Revenues will be significantly enhanced by a proposed \$900,000 transfer from the General Fund.
- **Expenditures:** Expenditures will exceed budgeted amount by \$189,565. Fleet and equipment replacements will be made in accordance with amended policy to be proposed to City Council at January 16, 2008 Council meeting.
- **Projected 6/30/08 Fund Balance:** \$2.55 million unreserved and unrestricted.

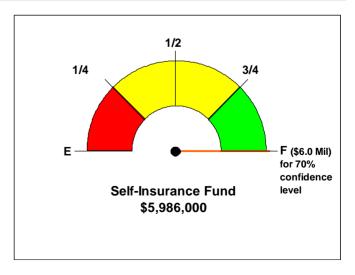
	Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
	Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Vehicle & Equipment Replacement Fund					
Fund Balance (Net Assets)					
Beginning Fund Balance Unreserved	288,584	628,380	1,289,054	660,674	
Revenues	1,342,707	790,230	1,803,835	1,013,605	56.2%
Expenditures	342,237	350,811	540,376	189,565	35.1%
Net Difference	1,000,470	439,419	1,263,459	824,040	
Fund Balance (Net Assets)					
Ending Fund Balance Unreserved	1,289,054	1,067,799	2,552,513	1,484,714	



Self Insurance Summary

- Revenues: Revenues in this fund come from transfers made from all operating budgets.
- Expenditures: Claims experience in FY 2007-08 for workers compensation and general liability has been as expected.
- **Projected 6/30/08 Fund Balance:** Total cash balance expected to approximate \$6 million. The cash balance is projected to increase by approximately \$667,873 as a result of continued favorable claims experience. This will bring the combined cash balance for workers compensation, general liability and other insurance to full funding at the 70% confidence level.

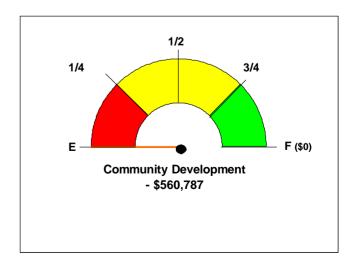
		Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
		Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Self Insurance Fu	ınd					
Fund Balance (Net Asset	rs)					
Cash Balance		4,133,154	4,305,670	5,318,127	1,012,457	
Revenues		3,484,197	3,277,260	3,058,658	(218,602)	-7.1%
Expenditures		2,299,224	2,949,147	2,390,785	(558,362)	-23.4%
Net Diff	erence	1,184,973	328,113	667,873	339,760	
Fund Balance (Cash)						
Cash Balance		5,318,127	4,633,783	5,986,000	1,352,217	



Community Development Fund Summary

- Revenues: Revenues projected to be lower than budget.
 - The slowdown in building activity will result in a reduction of revenues (compared to budget) of \$500,000.
- **Expenditures:** As a result of vacancies, expenditures will be less than budgeted by approximately \$80,000.
- **Projected 6/30/08 Fund Balance:** is projected to a be a cumulative deficit of (\$561,000).

	Audited 2006-07	2007-08	2007-08	Budget to Est Actuals	Budget to Est Actuals
	Actuals	Budget	Estimated Actuals	Variance \$	Variance %
Community Development Fund					
Fund Balance (Net Assets)					
Beginning Fund Balance Unreserved	68,692	1,661	(177,024)	(178,685)	
Revenues	1,821,426	1,991,001	1,491,001	(500,000)	-33.5%
Expenditures	2,067,142	1,954,764	<u>1,874,764</u>	(80,000)	-4.3%
Net Difference	(245,716)	36,237	(383,763)	(420,000)	
Fund Balance (Net Assets)					
Ending Fund Balance Unreserved	(177,024)	37,898	(560,787)	(598,685)	



CITYWIDE – 458 Total Positions

427 Filled

31 Recruitment in Process

ADMINISTRATION – 51 Total Positions

City Manager		Cit	y Attorney	City Clerk		
4	Filled	3 F	illed	4	Filled	
0	Recruitment in Process	0	Recruitment in Process	0	Recruitment in Process	

Human Resources Information Systems

- 5 Filled 8 Filled
- 0 Recruitment in Process 0 Recruitment in Process

Finance19 Filled 5 Filled

0 Recruitment in Process 3 Recruitment in Process

POLICE – 120 Total Positions

116 Filled

4 Recruitment in Process

FIRE – 64 Total Positions

- 58 Filled
- 6 Recruitment in Process

ELECTRIC UTILITY – 47 Total Positions

- 42 Filled
- 5 Recruitment in Process

PUBLIC WORKS – 108 Total Positions

Administration		Streets			Transit		
3	Filled	28	Filled	1	Filled		
0	Recruitment in Process	1	Recruitment in Process	1	Recruitment in Process		

Engineering Water/Wastewater

17 Filled 36 Filled

1 Recruitment in Process 5 Recruitment in Process

Fleet and Facilities

15 Filled

0 Recruitment in Process

COMMUNITY DEVELOPMENT – 15 Total Positions

- 14 Filled
- 1 Recruitment in Process

PARKS AND RECREATION – 30 Total Positions

- 28 Filled
- 2 Recruitment in Process

LIBRARY – 14 Total Positions

- 14 Filled
- 0 Recruitment in Process

COMMUNITY CENTER – 9 Total Positions

- 7 Filled
- 2 Recruitment in Process